19 52.

File No. Bud I/52-53

K

Legal Department

C **BRANCH**

P-E

Subject:— Orders of Procedure relating to Budget.

File No. Bud. I/52-53

Gen. 194 e.

347-C

Audit Reports on the Appropriation Accounts:

Prompt return of draft paragraphs for-

GOVERNMENT OF BOMBAY.
FINANCE DEPARTMENT.
RESOLUTION NO. P.259.
Secretariat(Annexe),
Fort, Bombay, 25th June 1952.

Letter No. A.A.14, dated the 10th April 1952 from the Accountant General, Bombay.

RESOLUTION:- Government is pleased to direct that the draft paragraphs for Audit Reports on the Appropriation Account prepared and sent by the Accountant General, Bombay to the administrative Departments of the Secretariat for acceptance should be returned to that Officer with remarks within one month from the date of receipt of the Accountant General's communication forwarding the draft paragraph. If they are not returned within the prescribed time, the Accountant General, Bombay will be at liberty to consider his drafts as final for being incorporated in the Audit Reports. Attention of all Departments of the Secretariat is invited in this connection to the orders already issued in the Government Resolution, Finance Department, No. P. 259, dated the 27th April 1948 and the 20th August 1951 which stress the need for dealing expeditiously with all the audit enquiries in connection with the Finance and Appropriation Accounts, and they are directed to see that the draft paragraphs for the Audit Reports received from the Accountant General, Bombay are returned with their remarks as quickly as possible and, in any case, with-in the period of one month prescribed above.

By order of the Governor of Bombay,

Sd./.....

Under Secretary to Government.

To

All Departments of the Secretariat,
Etc.

SMR 30-7-56
4 Copies.

Expenditure:
Detailed appropriation audit
of---
Adjustment of debits for supplies
to other Departments:

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Government Circular Memorandum No. 2613/33.

Secretariat(Annexe), Fort, Bombay, 29th July 1952

In paragraph 17 of its Report on the Appropriation Accounts for 1948-49, the Public Accounts Committee has observed that one of the reasons for some of the excesses reported in the Audit Report is the procedure under which adjustments of debits raised by the Central Government are carried out without prior intimation to the Controlling Officers concerned. The Committee has, therefore, suggested that a change in the procedure should be introduced for giving to the Controlling Officers notice of such adjustments in time to enable them to secure the necessary provision of funds. Attention of all the Controlling officers and Departments is invited in this connection to the orders already issued in the Government Resolution, Finance Department, No. 2613/33, dated the 24th June 1947, which require them to keep a close watch over the receipt of debits and remind the serving departments including Departments of other Governments if there is undue delay in receiving them. Government considers that if the instructions contained in the Government Resolution, dated the 24th June 1947, referred to above, are strictly followed by the Controlling Officers, and if a close liaison is maintained between the applying and receiving departments there should be very few cases of excesses due to receipt of debits unprovided for or of lapses due to non-receipt of debits provided for in the budget estimates. The Controlling Officers and Departments are, therefore, requested to see that the orders contained in the Government Resolution, Finance Department, No. 2613/33, dated the 24th June 1947, are observed scrupulously and strictly. Ordinarily, the indenting officer should be in a position to anticipate the debits likely to be raised during the year by the supplying departments, as he is aware of the stores indented for received and expected to be received during the year and there should no difficulty for him to obtain additional funds or surrender surplus grants as the case may be, after reviewing the position before the close of the financial year.

By order of the Governor of Bombay,

Sd./D.E.MAHAJAN,
Under Secretary to Government.

G.C.M, F.D.No. 2613/33, dated the 29th July 1952.

To

The Accountant General, Bombay,
ETC.

No. of 1952.

Copy forwarded for information and guidance

SER 30-7-56
4 Copies.

No. 8202/33-V

Finance Department,
Secretariat Annexe,
Fort, Bombay, 22nd September 1952.

Subject:- Withdrawal from the Contingency Fund.

.....

Memorandum.

The undersigned presents compliments to the Secretary, Legal Department and is directed to invite attention to orders issued in Government Circular, Finance Department, No. 8202/33 dated 7th January 1952 and to state that in many cases where advances from the Contingency Fund areapproved, Departments do not mention in the orders the exact amount that is sanctioned from the Fund. As this information is necessary for purposes of audit, Departments are requested to invariably mention in the orders, the exact amount sanctioned from the Contingency Fund in the following manner:-

"The expenditure should be debited to the budget head .....*..... and an amount of Rs. ..... should be met out of advance from the Contingency Fund. A supplementary demand to enable repayment to the Contingency Fund should be obtained in the next session of the Assembly.

(* Note:- Here mention the major head, minor head and the sub-head to which the expenditure is debitable).

By order of the Governor of Bombay,

Sd./.....

Deputy Secretary to the Government of Bombay,
Finance Department.

Copy to the Accountant General.

SMR 30-7-56
4 Copies.

D.O.No. 8202/33-V,
Finance Department,
Secretariat(Annexe),
Fort-Bombay,
11th October, 1952.

Dear Lad,

The Finance Department still receives several proposals from the Secretariat Departments, in which an exact indication of the source for the proposed expenditure is not given. I would, therefore, again bring to your notice the necessity of including in the draft orders referred to the Finance Department at the unofficial stage, a paragraph showing the exact source in the appropriate form given in the Schedule accompanying Government Circular Memorandum, Finance Department, No. 8202/33-V dated the 25th May 1951 as modified in Government Circular, Finance Department, No. 8202/33 dated the 7th January, 1952. If the draft orders are not put up on the papers, the Departmental note should give a clear indication regarding the specific source. Indication of an exact source may be particularly difficult when proposals for additional expenditure on existing services or for expenditure on new services, not provided for in the budget, come up for consideration in the beginning of the year, but the difficulty can, in most cases, be met if controlling officers have a clear idea of the progress of expenditure. In this connection I enclose a copy of the Circular which is being issued to-day, in regard to the details to be furnished while applying for sanction for expenditure not provided in the budget. Where an exact source is not indicated Finance Department has often to return the papers to the department concerned for supplying the information and this involves delay in the disposal of cases.

Yours sincerely,

Sd./V.T.DEHEJIA

Shri P.M.Lad, I.C.S.
Secretary to Government,
Legal Department.
SMR 30-7-56. 4 Copies.

Legal Deptt.
R.I.No. 26299/31-10-52.

Noted and submitted for information.

2. The F.D. has stressed the point that while applying for sanction for expenditure the following details should be given:-

(1) The approximate expenditure to be incurred in the year current and in subsequent years separately.

(2) The full classification of the expenditure involved.

(3) The detailed head of account from which the expenditure is proposed to be met.

(4) Whether expenditure is inevitable and cannot be postponed and if so, why?

(5) The circumstances in which the expenditure could not be included in the budget.

3 As no immediate action is necessary on this circular it may be filed in Bud I/52-53.

Id./..... 5-11
Supdt. Id./..... 5/11/52
S.A.O. The orders should be followed whenever such occasion arises.

Id./E.P.B. 5/11.

GMR 31-7-56
4 Copies.